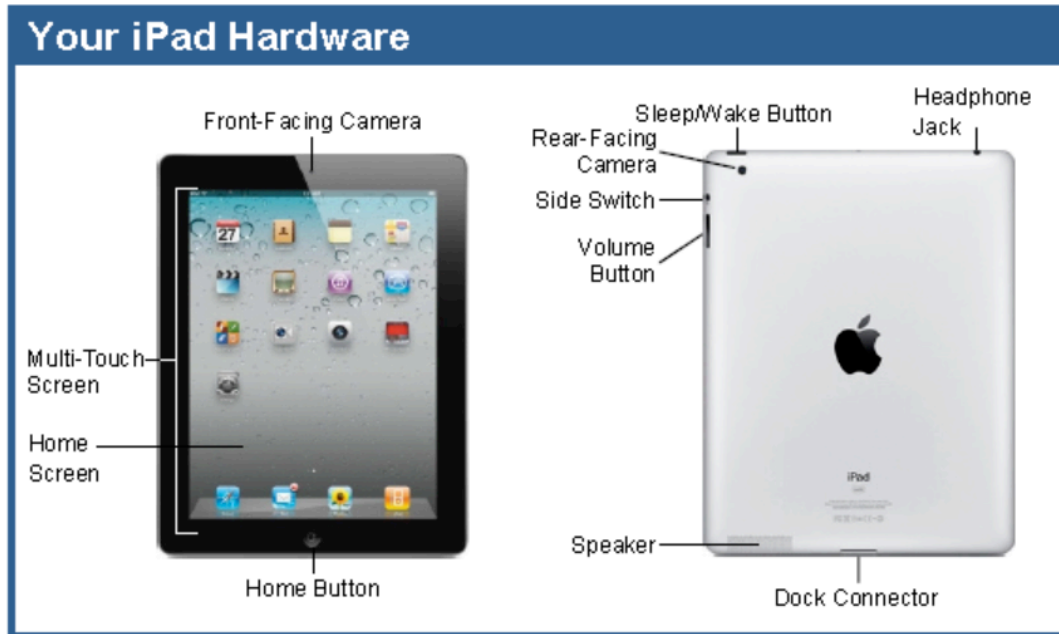




HELP! I have an iPad!

Here are some tips and tricks for your iPad you may find helpful.



1. Screen

- a. Rearrange the screen
 - i. Tap and hold your finger on an app until the apps start to jiggle
 - ii. Drag the app to the new location and release
 - iii. Press the Home button
- b. Add an App Folder
 - i. Tap and hold your finger on an app until the apps start to jiggle
 - ii. Drag an app onto another app and hold until a folder appears
 - iii. Give the folder a name
 - iv. Press the Home button
- c. Add an App or Folder to the App Dock
 - i. App Dock is the icons at the bottom of the screen which are on every screen
 - ii. Tap and hold your finger on an app until the apps start to jiggle
 - iii. Drag the app or folder to the dock area
 - iv. Press the Home button
- d. Delete an app
 - i. Tap and hold your finger on an app until the apps start to jiggle
 - ii. Tap the Delete button, little x that appears in the left corner

- iii. REMINDER – Apps that are part of the system cannot be deleted – for example : Settings
 - iv. Press the Home button
 - e. Split Keyboard
 - i. Touch and drag the Hide keyboard button upward to undock it from the bottom
 - ii. The screen splits into two parts so you can type on it with your thumbs
 - iii. To return it to a regular keyboard – touch and drag the Hide keyboard button to the bottom of the iPad
 - f. Creating a new Screen (You can have up to 11 screens)
 - i. Tap and hold your finger on an app until the apps start to jiggle
 - ii. Drag an app to the right side of the screen and hold until a new screen appears
 - g. Move an app to another screen
 - i. Tap and hold your finger on an app until the apps start to jiggle
 - ii. Drag to side until app “jumps” to the next screen

2. Tips and Tricks

- a. Multitasking :
 - i. To move easily between applications, double tap home button for last apps used
- b. Close running apps
 - i. Double tap Home button
 - ii. Tap and hold and app then tap the minus sign of the app you wish to close
- c. Replace a misspelled word
 - i. Tap word
 - ii. Select it
 - iii. Tap replace to see word suggestions
 - iv. Select new word
- d. Define a word
 - i. Tap word
 - ii. Select it
 - iii. Tap define
- e. Lock Orientation
 - i. Double tap Home button
 - ii. Swipe to Left
 - iii. Tap Orientation button
- f. Create a website shortcut
 - i. Tap Share button in Safari
 - ii. Select add to Home Screen
 - iii. Rename it

Gestures

Tap: The most basic gesture, simply tap your finger on what you want to interact with.

- **Open an app:** Tap an app icon on the Home Screen.
- **Issue a command:** Tap a button.
- **Follow a hyperlink:** Tap a link in Safari.
- **Enter text:** Tap a text field to begin editing text, then tap the keys on the keyboard to type.

Drag: Place your finger on the iPad's screen, then drag it across the screen.

- **Scroll:** Tap and drag to scroll up, down, left, or right wherever you can scroll.
- **Move Between Screens:** Tap and drag the Home Screen to move between Home Screens.
- **Use Sliders:** Tap and drag across the **Slide To Unlock** and **Slide To Power Off** sliders.

Flick: Place your finger on the iPad's screen, then drag it across the screen quickly and release

- **Scroll:** Flick your finger across the screen to scroll quickly. The scrolling motion retains momentum after your release your finger.

Pinch Zoom: Place two fingers on your iPad' screen and pinch them *apart* to zoom in, and pinch them *together* to zoom out.

3. Multitasking Gestures

- a. 5 Fingers pinch to close an app
- b. 4 Fingers up to reveal the multitasking bar or running apps (this is the same as double tapping the Home button)
- c. 4 Finger swipe left or right to switch between running apps
- d. 1 Finger swipe from the top down the screen to see the Notification Center